

# City Arts Projects

D.C. Commission on the Arts & Humanities



APPLICATION  
GUIDELINES FOR  
INDIVIDUALS AND  
ORGANIZATIONS  
FY 2004

## ✓ **Deadline**

**Thursday, May 29, 2003** at 7:00 PM

All applications must be received at the Commission office by this time.

## ✓ **City Arts Projects Workshop**

Assistance in preparing applications is available through workshops for individuals and organization representatives to be held on:

### ▪ **Wednesday, May 7, 2003**

D.C. Commission on the Arts and Humanities, 12:00-2:00 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.

### ▪ **Thursday, May 15, 2003**

Luke C. Moore Academy High School, 6:30-8:00 PM  
1001 Monroe Street, NE, Washington, D.C.

## ..... **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

## **About the City Arts Projects Program**

City Arts Projects offer funds for programs that encourage the growth of quality arts activities throughout the city, support local artists, and make arts experiences accessible to District residents. Projects must provide exposure to the arts and arts experiences to the broader community or to persons traditionally underserved or separated from the cultural mainstream due to geographic location, economic constraints, or disability. Eligible projects include, but are not limited to: festivals, concerts, visual arts exhibitions, literary readings, and salary support to enhance cultural diversity among the staffs of arts organizations in the District.

Projects with a primary focus involving youth should apply for funding in the Arts Outreach & Learning: Arts Education Projects Program. It is strongly recommended that applicants dealing with youth consult a staff member prior to applying to discuss the proper grant category in which to apply.

## **Accessibility Services**



Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

**Proveemos asistencia en ESPAÑOL con previo aviso.**

*Photo: Beverly Lindsay-Johnson behind the scenes in her production of "Dance Party: The Teenarama Story," a documentary funded through the City Arts Projects Program*

D.C. Commission on the  
Arts and Humanities  
410 Eighth Street, NW, Fifth Floor  
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<http://dcarts.dc.gov>

Anthony Gittens,  
Executive Director



Government of the  
District of Columbia  
Anthony A. Williams, Mayor

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.



## Eligibility

### Individuals

Eligible individual applicants are artists, arts professionals (e.g., presenters, producers), educators, and those with experience in community service. Applicants must be residents of the District of Columbia for at least one year prior to the application deadline and maintain residency during the grant period and must be age eighteen or over. Commission funds under this program may not be used for paying tuition.

### Organizations

Eligible arts and community organizations must have their principal place of business in the District of Columbia, have both Federal (IRS) and D.C. tax exemptions for at least one year prior to the deadline date. D.C. tax exemption will be subject to D.C. Department of Consumer and Regulatory Affairs' verification. Organizations must be in good standing as a condition for receiving funding. Commission funds under this program may not be used to fund colleges, universities, or other government agencies.

### Grant Amounts

Projects sponsored by individuals are eligible for grant amounts which range between \$1,000 and \$4,500. There is no matching fund requirement.

Projects sponsored by organizations are eligible for grant amounts which range between \$1,000 and \$15,000. These funds must be matched dollar for dollar, i.e., an organization requesting \$15,000 must document a total of \$30,000 in expenses. In-kind services may not be used to satisfy the matching requirement.

Individuals and organizations may submit up to two different City Arts Projects applications. All grants are contingent upon the availability of funds. **Incomplete applications will not be sent to panel for review.**

### Notification and Grant Period

All applicants will be notified of grant decisions, in writing, after October 13, 2003. Grants awarded for FY2004 must be spent between October 1, 2003 and September 30, 2004. A Final Narrative Report will be due by October 10, 2004. All former grantees are required to have submitted any outstanding final reports to be considered for funding.

### Evaluation Criteria

The following areas will be used to evaluate the application submissions, artistic work samples and other support materials:

- Artistic Merit
- Community Impact
- Level of Participation
- Financial and Managerial Capability

Further details on the evaluation criteria can be found on page 15 of the 2004 Guide to Grants Booklet.

### Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.



# CITY ARTS PROJECTS

Application Form for **Individuals**

APPLICATION DEADLINE:

Thursday, May 29, 2003 at 7:00 p.m.

- ✓ **SUBMIT: ONE ORIGINAL PACKET and 13 COPIES, COLLATED, BINDER CLIPPED or STAPLED, of the signed application form and its attachments. Please type.**

Application No. \_\_\_\_ of \_\_\_\_  
(If multiple applications)

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater  
☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Applicant's Legal Name \_\_\_\_\_

Applicant's Professional Name (if different than legal name) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address (P.O. Box not Accepted) \_\_\_\_\_

WDC, Zip Code \_\_\_\_\_ Ward # \_\_\_\_\_

Telephone/day \_\_\_\_\_ Telephone/eve \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Indicate work sample submitted (i.e.: 10 slides, 1 videotape, etc.) \_\_\_\_\_

**PROJECT SUMMARY** (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s) \_\_\_\_\_

Project Budget \$ \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Number of artists participating \_\_\_\_\_

Number of individuals benefiting (including audience) \_\_\_\_\_

## PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in the exact order listed below. Use 8 1/2" X 11" sheets.

- ☐ Project description of up to one page. Describe goals of project and how it will impact and serve the community. State projects location(s), identify the target audience and describe how audience/participants will be informed/recruited. Include how your program will be made accessible to persons with disabilities. Include methods of assessment and evaluation.
- ☐ A schedule of activities planned for the grant period. Use up to one page.
- ☐ Describe experience of applicant in coordinating similar arts projects. FY'02 grantees should briefly list the accomplishments for the grant period. FY'03 grantees should also give a brief update on their current project. Provide supporting documentation as appropriate. Use up to one page.
- ☐ Project budget (fill out the form on page 5).
- ☐ Project budget narrative. Break out and explain all line items in the project budget. Use up to one page.
- ☐ Resumes of key project personnel. Biographical sketches are not acceptable. Up to two pages per resume.
- ☐ Letter(s) of agreement from the project site(s) stating support of this project, if applicable.
- ☐ No more than six items of additional printed support materials, e.g., letters of support, reviews, programs.
- ☐ Brief description of work sample submitted (up to one-half page) OR, where applicable, a slide identification sheet/treatment/synopsis/concept statement.

## ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET

- ☐ Work sample, as defined on page 6.
- ☐ A self-addressed and stamped envelope for return of work sample.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



CITY ARTS PROJECTS  
Application Form for **Organizations**

APPLICATION DEADLINE:  
Thursday, May 29, 2003 at 7:00 p.m.

- ✓ **SUBMIT: ONE ORIGINAL PACKET and 13 COPIES**, COLLATED, BINDER CLIPPED or STAPLED, of the signed application form and its attachments. Please type.

Application No. \_\_\_\_ of \_\_\_\_  
(If multiple applications)

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater  
☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Organization's Legal Name \_\_\_\_\_

Address (P.O. Box not Accepted) \_\_\_\_\_

WDC, Zip Code \_\_\_\_\_ Ward # \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Project Director \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

DC Tax Exempt # \_\_\_\_\_ Federal ID # \_\_\_\_\_

Date Founded \_\_\_\_\_ Date Incorporated \_\_\_\_\_ 2002 Income \_\_\_\_\_ 2002 Expenses \_\_\_\_\_

Indicate work sample submitted (i.e.: 10 slides, 1 videotape, etc.) \_\_\_\_\_

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s) \_\_\_\_\_

Project Budget \$ \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Number of artists participating \_\_\_\_\_

Number of individuals benefiting (including audience) \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM**

Collate in the exact order listed below. Use 8 1/2" X 11" sheets.

- ☐ Project description of up to two pages. Describe the goals of project and how project will impact and serve the community. State project location(s), identify your target audience, and describe how audience/participants will be informed/recruited. Include methods of assessment and evaluation.
- ☐ A schedule of planned activities for the grant period. Use up to one page.
- ☐ Describe experience of applicant in coordinating similar arts projects. FY '02 grantees should briefly list the accomplishments for the grant period. FY '03 grantees should also give a brief update on their current project. Provide supporting documentation as appropriate. Use up to one page.
- ☐ Project budget (fill form on pg. 5) and a budget narrative (up to one page) explaining all items, income and expenses.
- ☐ Describe organization's accessibility services and how the proposed project will be made accessible for participants with disabilities. Refer to page 15 of the Guide to Grants for more information. Use up to one page.
- ☐ List of current board members and their occupations.
- ☐ Resumes of key project personnel. Biographical sketches are not acceptable. Up to two pages per resumé.
- ☐ Letters of agreement from the project site(s) stating its support of this project, if applicable.
- ☐ No more than six items of additional printed support materials, e.g., letters of support, reviews, and programs.
- ☐ 2002 financial statement signed by organization's accountant or fiscal officer. If 2002 is not available submit 2001.
- ☐ A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)

**ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET**

- ☐ Work sample, as defined on page 6 and stamped envelope for return of work sample.
- ☐ Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.
- ☐ A self-addressed stamped envelope with proper postage for return of work sample.

I hereby certify that the information in this application and its attachments is true and correct to the best of my knowledge.

City Arts Projects

PROJECT BUDGET

**EXPENSES**

**PERSONNEL**

Administrative \_\_\_\_\_  
Artistic \_\_\_\_\_  
Technical Production \_\_\_\_\_

**OUTSIDE FEES AND SERVICES**

Artistic \_\_\_\_\_  
Other \_\_\_\_\_  
Space Rental \_\_\_\_\_

TRAVEL \_\_\_\_\_

MARKETING \_\_\_\_\_

**OPERATING EXPENSES**

Equipment \_\_\_\_\_  
Supplies \_\_\_\_\_  
Utilities \_\_\_\_\_  
Other \_\_\_\_\_  
Disability Access \_\_\_\_\_

TOTAL EXPENSES \_\_\_\_\_

**REVENUE**

**EARNED INCOME**

Admissions \_\_\_\_\_  
Contract Services \_\_\_\_\_  
Other \_\_\_\_\_

**PRIVATE SUPPORT**

Corporate \_\_\_\_\_  
Foundation \_\_\_\_\_  
Other \_\_\_\_\_

**GOVERNMENT SUPPORT**

Federal \_\_\_\_\_  
Regional \_\_\_\_\_

Local\* \_\_\_\_\_

APPLICANT CASH \_\_\_\_\_

SUBTOTAL \_\_\_\_\_

Grant Amount  
Requested \_\_\_\_\_

TOTAL INCOME \_\_\_\_\_  
(should equal total expenses)

\* Anticipated proceeds from this application should not be included in this line, but under Grant Amount Requested.

Notes: Provide a detailed project budget narrative. Break out and explain all line items in the project budget.  
Use up to one page.  
Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

## Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include 13 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 13 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 13 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 13 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 13 copies of slide identification sheet, audio tape of sound design, or 13 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 13 copies of a play and a one-page synopsis. Organizations submit 13 copies of up to four representational programs or playbills.

## Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: [dcart@dc.gov](mailto:dcart@dc.gov)

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.